

## **Invoicing addresses for the University of Vaasa from 2<sup>nd</sup> April 2024**

The e-invoice, email, and paper invoicing addresses for the University of Vaasa (business ID 0209599-8) are as follows **from 2<sup>nd</sup> April 2024**. Telia Finland Oyj acts as the data communications service provider for the University of Vaasa, and CGI as the e-invoice operator.

### **Invoicing instructions**

Invoices must be directed to the University of Vaasa. In order to expedite processing, **the invoice must include the reference information (cost centre, project, order number, etc.) announced by the client and the name of the client**, which will be used to assign the invoice to the right processor.

#### **We primarily accept e-invoices.**

We also request that if you send invoices via email or on paper, the invoicing PO Box address must always be visible on the image of the invoice. If the official invoicing address is not visible on the image of the invoice, it cannot be processed at the scanning centre.

All attachments of e-invoices and email invoices must be in pdf format. Only invoices are accepted at the invoicing address and email address for paper invoices. Any other materials will not be forwarded.

The sender of the invoice must ensure that the invoice contains the required invoicing details and update the invoicing address to their client register. **Any invoices with insufficient invoicing address information will be returned to the sender.**

## Further information on invoice processing

Further information on invoice processing is available through the customer service of Certia Oy, the service centre for the University of Vaasa.

- [osto@certia.fi](mailto:osto@certia.fi)
- +358 (0)40 300 2520 (weekdays 8 am–4 pm)

With best regards,

University of Vaasa

## The new invoicing addresses for the University of Vaasa are:

e-invoicing address	Paper invoicing address	Email invoicing address
EDI ID: 003702095998  e-invoice operator: CGI Operator ID: 003703575029  PEPPOL Participant ID: 0216:003702095998	University of Vaasa PO Box 773 00074 CGI Finland	University of Vaasa PO Box 773 00074 CGI  Email <a href="mailto:purchaseinvoices_uni@xbs-salo.com">purchaseinvoices_uni@xbs-salo.com</a>  One invoice/pdf max 10 invoices/email All attachments must be in the same pdf-file with the invoice.

**Please also note that invoices sent to an incorrect address will not be delivered to the University of Vaasa, and the sender of the invoice will not be informed of any undelivered invoices.**